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16 AUG 1961

MEMORANDUM FOR THE RECORD

SUBJECT : Vouchered Funds Payroll Problems In Connection With Conversion of Pay Records From IBM to RCA 501 Computer System.

1. PURPOSE

This memorandum records the results of a discussion on above subject held Monday afternoon, attended by [redacted] representing ADPD; [redacted] representing Fiscal Division; and [redacted] representing AS. The purpose of the meeting was to resolve problems encountered by vouchered funds payrolls with respect to the need by Fiscal Division for data in a particular format and of a particular type.

2. RESULTS

As a result of the discussion the following were agreed upon:

a. "New Normal Pay"

ADPD will furnish to the Fiscal Division a "new normal" pay run with hash totals by cost centers for reconciliation purposes in the same format as these runs were prepared previous to the conversion to tape. In addition, the "new normal" pay run as programmed in its comprehensive format, will be provided each period arranged by employee index number. The "new normal" pay run arranged by cost centers will be furnished beginning with pay period 16.

b. Leave Reports

A comprehensive leave report will be furnished by cost centers containing data substantially identical to that which had been in previous leave reports. An extra copy will be provided for distribution to administrative offices. The report which had been distributed as of 6 August 1961 containing leave data was intended by ADPD to be a time and attendance control list and such reports will be converted to serve this purpose only.

c. Special Rolls

To overcome the payroll problem of hand sorting pay checks for mailing to field personnel, ADPD will arrange the check issue lists so that checks for such field personnel will be prepared in sequence and will thus be available to the payroll office in one group.

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a. Individual Earnings Statements

Upon separation of an employee and at the end of each calendar year, ADPD will prepare for Fiscal Division an individual earnings statement which will show the details of pay for each employee each pay period from the first of the year through the date of separation or through the last pay period of the year.

e. Individual Leave Record

The question was left open subject to further review of whether ADPD should prepare and furnish to Fiscal Division an individual leave record showing leave for each leave period through the date of separation or for the entire leave year. The Fiscal Division will consider this matter further and if deemed necessary will present further justification of need for such records.

f. Earnings, Deductions, and Leave Balance Statement

Since a question had been raised by a DD/I component concerning the justification for adopting the new paper form for this purpose in place of the former punched card form, this matter was briefly discussed. The DD/I component indicated that the new form required additional effort in distribution of checks because these forms are not received collated with the related checks. The ADPD representative indicated that the paper form is more economical to obtain and prepare. Its use permits production at the rate of 600 lines per minute whereas the card form was printed at the rate of 150 lines per minute. The point was made that the checks and paper earnings statements are distributed in the same name order and therefore hand collation at check distribution points can be speedily accomplished to expedite check distribution. It was agreed that no change is warranted at this time with respect to this form.

Member,
Technical Accounting Staff

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CONCURRENCES:

25X1A9A 15/
Chief, Fiscal Division

18 Aug. 61
Date

25X1A9A 15/
Chief, ADPD Division

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Date

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Chief, Technical Accounting Staff

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Distribution:

- 1 - Fiscal Division
- 1 - ADP Division
- 1 - Comptroller
- 1 - TAS Subject (M-370)
- 1 - TAS Reading
- 1 - TAS Chrono.

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TAS/FWG [] :vj (17 August 1961)

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